

Appendix 5 - Risk Assessment

Teaching Delivery

Area/Activity Assessed	Operationa/Teachingl Activities – Victoria Building	Date	14 th September 2021
Assessment Completed By	Mark Marshall, Head of Health and Safety	Person(s) Consulted	Chris Thornton

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Young Person	<input checked="" type="checkbox"/>	Expectant Mother	<input checked="" type="checkbox"/>	Visitors and/or Public	<input checked="" type="checkbox"/>	Trespassers	<input type="checkbox"/>
Frequency of Exposure	Continually	<input checked="" type="checkbox"/>	Hourly	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input checked="" type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input type="checkbox"/>	More than 8 hrs	<input type="checkbox"/>

Probability (Prob)	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
Severity (Sev)	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

This Risk Assessment and identified Control Measures has been established following consultation with Management, Supervisory and Operational staff
 Staff acknowledgment as to their understanding of the control measures to be applied is included as the last page to this document

Hazard	Initial			Existing Control Measures	Residual			Additional Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
1. Exposure to non-vaccinated person/become seriously ill from Covid 19.	5	4	20	<p>All persons are proactively aware of their responsibility to have a vaccine, and proactively encouraged to participate – based on Government advice and scientific rationale to reduce the chain of transmission.</p> <p>Ensure staff and students are aware of ease of accessing vaccine centre and time away from College responsibilities, to plan and receive their vaccine (both doses). Following Government guidance regarding phased priority groups for individual’s vaccination.</p> <p>Ensure all staff/students are aware Vaccine Centre is located on College grounds.</p> <p>Ensure all persons are aware of health and wellbeing support available if they come into contact with potential symptomatic persons.</p> <p>Ensure all persons are aware main Covid 19 symptoms, including changes for variants of concern, and what actions to take following potential exposure such as following College and Government guidance regarding self-isolation.</p>	5	2	10	

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2.	Covid Mutations (Variants of Concern)	5	4	20	<p>Follow Government advice, and update staff and students via periodic communication.</p> <p>Continue to follow Public Health England advice and ensure all College safe systems of work are promoted, as reference throughout this risk assessment.</p>	5	2	10	
3.	Protected Characteristics and genetic predispositions to Covid	4	3	12	<p>This risk assessment provides an overarching strategy for the wider college, it is the responsibility of each department to determine whether their team members need a bespoke risk assessment based on specific characteristics of their team members</p> <p>Each department will:</p> <ul style="list-style-type: none"> • Review their unique risk assessment and identify what work activity or situations might cause increased transmission of the virus due to protected characteristics or underlying health conditions • think about who could be at risk, based on protected characteristics • decide how likely it is that someone could be exposed • act to remove the activity or situation, or if this isn't possible, control the risk • Provide suitable advice and support to the individual • <p>Specific guidance following initial departmental risk assessment is available from the H&S Team.</p> <p>Additionally, due to the complexity of protected characteristics each individual should have a risk assessment completed by their own line manager, with support from the H&S Team and in consultation with H.R. and occupational health.</p>	4	2	8	

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Hazard		Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
4.	Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, toilets, entry/exit points (barrier control), lifts, changing rooms or other communal areas.	4	3	12	<p>Primary control measure, following hierarchy of risk ensure all person's work/learn from home to minimise footfall on campus, but cognoscente of the Government strategic advice for all students to have face to face teaching.</p> <p>Bradford College will proactively encourage social distancing of 2m is maintained within all communal areas</p> <p>Staff are to proactively encourage a distance of 2 metres at all time from students, when possible</p> <p>Information will be displayed around all Bradford College's campuses, encouraging staff and students to maintain social distances whenever possible, this is further reinforced by screensavers (on all college electronic devices) reminding staff and students to follow social distancing whenever possible.</p> <p>Physical screens are also adopted and used throughout higher footfall areas where social distancing is not possible, place markers are also used on the floor to indicate where persons should stand in specific areas such as canteens.</p>	4	1	4	
5.	Getting or spreading coronavirus by not washing hands or washing them thoroughly enough, i.e. personal hygiene Poor hygiene can increase the risk of transmission via sneezing, coughing or touching etc.	4	3	12	<p>Staff/students and visitors all have access to running warm/hot water – this should be used in conjunction with the soaps provided to reduce viral load on hands, and reduce fomite transmission, proactive hand hygiene will be encouraged. All facilities are designed and installed in accordance with requirement in health, safety and welfare regulation plus relevant building regulations. The water systems are regularly flushed and tested to minimise bacterial/viral load.</p> <p>Bradford college have installed hand sanitising stations at various points within the campuses, predominantly on the entry/exit to each classroom, and in areas of potential transmission such as multifunctional devices.</p> <p>Anti-bacterial wipes are available within rooms, which will supplement the regular cleaning schedule. Students are reminded to wipe their desk and equipment prior to use, and then again at the end of each lesson. It is the responsibility of tutors to ensure this happens.</p> <p>Various poster and other communications will be displayed around the campuses, reminding staff and students of the importance of good personal hygiene.</p>	4	1	4	

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					Suitable cleaning products are identified (to kill relevant virus) and contact with surfaces.				
7.	Getting or spreading Covid 19 by not cleaning surfaces, equipment or workstations.	4	3	12	<p>Ensure all areas which are frequently touched benefit from routine cleaning – identified by suitable signage in classrooms stating 'I've been cleaned'.</p> <p>Ensure all classroom work surfaces are cleaned by students prior to use (and after sanitiser their hands). Students then clean surfaces after they have finished class – responsibility for ensuring these steps are adhered to is that of tutors.</p>	4	1	4	
8.	Exposure to droplet or aerosol transmission in open areas/classrooms due to ventilation.	4	3	12	<p>Ensure live/remote learning is continuing to align with College strategy.</p> <p>Ensure numbers of students are reduced on campus whenever possible, timetabling of classes to reduce physical presence is managed by Heads of Departments and aligns with College hybrid learning model</p> <p>A significant percentage of rooms benefit from mechanical or electrical ventilation systems such as air conditioning systems or opening windows. The electrical systems such as air conditioning is designed and maintained in accordance with U.K. regulations and is overseen by College Estates department. And follows CIBSE guidance.</p> <p>Ensure mechanical systems are supplemented by natural ventilation by encouraging all doors being open, seasonally dependant.</p> <p>Ensure carbon dioxide monitors are fitted, if necessary.</p>	4	2	8	

Hazard		Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
9.	Travelling to College.	4	2	8	<p>Bradford College encourage staff and students to either walk, cycle, drive (as individual) to attend college, or be dropped off by someone in their household, if possible. This will be to reduce the (total) amount of people travelling by public transport.</p> <p>Staff whom still require to use public transport will be encouraged to:</p> <ul style="list-style-type: none"> Plan their journey accordingly Consider wear a voluntary face mask Wash their hands before alighting any public vehicle, socially distance themselves from others when on board (where possible), sanitise their hands as often as necessary. Wash hands thoroughly upon arrival to college. 	4	1	4	
10.	Mental health and wellbeing affected through isolation and/or anxiety regarding Covid 19.	5	3	15	<p>Ensure suitable/frequent meetings are arranged with line managers to discuss challenges with home working and re-establishment of physical teaching time on campus.</p> <p>Ensure there is suitable involvement with suitably skilled staff members to help, assist and support identifying any challenges and work collectively to identify solution.</p> <p>Ensure line managers discuss the challenges of fatigue with their team members and encourage them to take regular breaks, encouraged to take leave and discuss working hours in a proactive manner.</p> <p>Ensure all staff are aware of health and wellbeing programs provided by college and this is promoted by HR and H&S.</p> <p>Ensure suitable and frequent relevant information regarding Covid 19 is relayed to all staff.</p> <p>Ensure all staff are aware of the college Employee assistance program, that it is free of charge and is accessible 24hours/day.</p> <p>Ensure college communicate it has a stress risk assessment process and is led by HR, in collaboration with staff member and their line manager (if suitable) and in conjunction with Occupational Health, if necessary.</p>	4	2	8	

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11.	Musculoskeletal disorder as a result of D.S.E. (display Screen Equipment) – Due to home working/work environment.	4	3	12	<p>Ensure all colleagues are aware of the Working from Home policy, which supports the D.S. E. policy.</p> <p>Ensure all colleagues actively complete their annual D.S.E. training which is hosted on the Learning Management system (LMS). Ensure HR monitor and proactively encourage all staff to complete.</p> <p>Ensure all staff are trained for manual handling, trained maintained and records maintained by H.R.</p> <p>Ensure all staff complete their annual DSE assessment, as highlighted in Autumn term induction.</p> <p>Ensure all line managers are aware they can contact the H&S team for specific guidance/advice for home working and making suitable equipment and material available as part of each colleagues' reasonable adjustment requirement.</p> <p>Ensure all Heads of Department are aware of responsibility to ensure their teams have suitable facilities/equipment at home.</p>	4	2	8	
12.	Unauthorised Access to Building	4	3	12	All visitor access must be arranged prior to any visit and the Security team will refuse access to anyone who is not on their approved list.	4	1	4	

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Hazard		Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
13.	Increased risk of infection and complications for vulnerable workers/staff, specific P.P.E. needs assessment	4	3	12	<p>Identify all persons whom are classified as clinically extremely vulnerable and follow guidance to shield as per Government guidance.</p> <p>Anyone whom considers themselves as clinically extremely vulnerable (CEV) should discuss their individual circumstances with H.R.</p> <p>H.R. will then advise accordingly following Government guidance.</p> <p>Ensure Extremely Vulnerable (EV) can work from college subject to following College safe systems of work.</p> <p>Staff members who will be working with high needs students will be required to wear a face mask and/or face shield. Face masks in these areas should be a minimum of FFP3, this will also require face fit testing for all relevant persons or the use of hoods for those who cannot be face fit testing for religious reasons.</p> <p>The Student Services team will also be on college campus to address any safeguarding issues which students may have concerns.</p>	4	2	8	
14.	Failure to provide suitable first Aid Arrangements	4	3	12	<p>Ensure Bradford college will provide, in all first aid rooms, the precautionary PPE to administer First Aid treatments. These will include:</p> <ul style="list-style-type: none"> • Fluid Resistant Mask • Face Shield • Nitrile Groves • Disposable Aprons <p>Ensure a first aid needs analysis has been undertaken and reviewed for Victoria and departmental lead for first aid is appointed.</p> <p>Ensure all first aiders are trained and instructed to use all relevant items and administer any form of first aid.</p> <p>Ensure departmental lead (for) first aid has planned and arranged for suitable provision to be available when their classes are being taught.</p> <p>Ensure suitable and trained persons are available at all times.</p> <p>Ensure all staff are aware of the number to call in emergency situations.</p> <p>Ensure all first aid rooms are stocked.</p>	4	2	8	

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					<p>Ensure all first aiders understand their role and responsibility, including having to attend accidents/incidents when called.</p> <p>Ensure all first aiders have a suitable device for receiving information regarding accidents/incidents.</p> <p>Ensure all staff have access to the First Aid Accident and Incident Policy.</p> <p>Ensure a suitable process is mapped and known regarding cleaning of first aid rooms following use.</p>				
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Hazard		Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
15.	Failure to Communicate	4	3	12	<p>Ensure Bradford College utilises various methods of communication with staff and students. These will include:</p> <p>Staff</p> <ul style="list-style-type: none"> Regular updates via the staff intranet and H&S departmental homepage Regular updates on via College Communications email. Meetings with UCU and Unison to address any issues which may have been reported to them and to complete site inspections All information regarding Phase 1-6a (Plans, assessments etc) will be available in the college intranet. Staff will also be asked to attend college to complete a refresher induction, this will be hosted via the learning management system. <p>Students</p> <ul style="list-style-type: none"> Staff members will be inducting students into college on their first day of attendance Bradford College will send information out to all students before they attend college Pertinent information will be hosted on the student intranet, students are reminded to check this to refresh their awareness of requirements across college <p>Bradford College will display various communication around the campuses which will include reminders including:</p> <ul style="list-style-type: none"> Personal hygiene What to do if they display symptoms, and who to contact Proactive encouragement for using face masks/coverings Encouragement to maintain social distance when possible 	4	2	8	

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Hazard		Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
16.	Insufficient cleaning Ensure that all the areas that are used by staff and students are cleaned to reduce the risk of transmission via touch.	4	3	12	<p>Ensure cleaners have been instructed by the Estates Department to clean areas regularly. Focus and emphasis will be on contact points such as hand rails, barriers, tables etc.</p> <p>Ensure staff remind students they are required to wipe down desk and work areas before starting work and wipe down the end of a class too, they should also sanitise their hands frequently after wiping down.</p>	4	2	8	
17.	Lateral Flow Test Facilities				<p>Given the complexity of operations a separate risk assessment has been created - Lateral Flow Device Testing Arrangements – Multi Site, Covid 19, dated 5th January 2021.</p> <p>College has invested time and resource to facilitating Lateral Flow Device test facilities – testing is free at point of use and is operated as a walk-in facility.</p> <p>Ensure all data from all Lateral flow Device testing is available for viewing on the Staff intranet, to supplement this and act as a positive driver and proactive control measure all staff infection rate data is also hosted on the staff intranet.</p> <p>Ensure all staff/students are aware of multi-location areas to collect their Covid 19 home lateral flow device test kits.</p>				
18.	Unsuitable/insufficient risk assessment/method statement	5	4	20	<p>Ensure Health and Safety (H&S) training is completed via our Learning Management System.</p> <p>Ensure Head of Department has appointed a risk assessment lead for their area/building.</p> <p>Ensure all departmental leads have had suitable risk assessment training.</p> <p>Ensure departments have created bespoke training needs analysis for their teams' activities.</p> <p>Ensure all activities are risk assessed and the departmental lead submits the risk assessment and method statement to H&S for consideration.</p> <p>Ensure a planned and developed risk assurance/method statement plan monitors the effectiveness of risk assessments.</p>	5	1	5	

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19.	Exposure to asbestos	5	5	25	<p>Ensure all works are correctly evaluated.</p> <p>Ensure a suitable construction phase plan is created and reviewed by H&S and/or Estates.</p> <p>Ensure all duties in accordance with Construction, Design and Management Regulations are discharged.</p> <p>Ensure a suitable asbestos register is maintained and reviewed by Estates. Ensure all workers in the areas have suitable asbestos awareness training.</p> <p>Ensure all workers have access to and have read and reviewed asbestos register.</p> <p>Ensure tool box talks have been delivered with regard to specific areas where asbestos is situated.</p>	5	1	5	
20.	Manual Handling	4	2	8	<p>Ensure Health and Safety (H&S) training is completed via our Learning Management System.</p> <p>Ensure suitable manual handling training is completed for all relevant staff, and records of training should be provided to HR whom record this training.</p> <p>Ensure Head of Department has appointed a risk assessment lead for their area, and have specified manual handling in their risk assessment (see risk assessment hazard above).</p> <p>Ensure all colleagues are aware we have a dedicated team to help manoeuvre equipment, requests for this should be via estates@bradfordcollege.ac.uk.</p>	4	1	4	
21.	Fire and fire safety	5	5	25	<p>Ensure all staff complete their Health and Safety (H&S) training via our Learning Management System.</p> <p>Ensure a suitable fire policy is created and is shared with all colleagues.</p> <p>Ensure all colleagues read, review and agree they have read the college Fire Policy every six months.</p> <p>Ensure college has a suitable number of trained fire wardens, and records of training are retained by H&S and shared with HR.</p> <p>Ensure college completes and documents 2 fire drills at each live building each calendar year, the learning from each will be shared.</p> <p>Ensure all campus buildings have an up to date fire strategy and fire risk assessment, plus an action plan to close any challenges.</p>	5	1	5	

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					Ensure all relevant active and passive fire safety systems and equipment have an asset register and are suitably maintained via a planned preventative program which is monitored and recorded via Estates.				
22.	Lone working	4	3	12	<p>Ensure we have a suitable and reviewed lone worker procedure.</p> <p>Ensure Head of Department has appointed a risk assessment lead for their area, and have specified lone working in their risk assessment (see risk assessment hazard above).</p> <p>Ensure each department has issued their team members with copies of the lone worker risk assessment and they have read, reviewed and agreed to work in accordance with the risk assessment.</p>	4	1	4	
23.	Gas safety	5	2	10	<p>Ensure all gas appliances are individually identified on an asset register, they need to be notified to Estates via the departmental lead.</p> <p>Ensure all gas appliances are part a documented individual maintenance and inspection plan and in accordance with relevant regulations, guidance and approved codes of practice.</p> <p>Ensure suitable pressure monitoring/gas leak detection equipment is installed and monitored.</p> <p>Ensure all appliances and equipment are serviced by suitably qualified (industrial) gas engineers and managed via Estates.</p>	5	1	5	
24.	Contact with hazardous substances, non-Covid related	5	3	15	<p>Ensure Health and Safety (H&S) training is completed via our Learning Management System.</p> <p>Ensure Head of Department has appointed a risk assessment lead for their area.</p> <p>Ensure all departmental leads have had suitable Control of Substance Hazardous to Health (CoSHH) assessment training.</p> <p>Ensure department has created bespoke training needs analysis for their teams' activities, including chemical such as used in Hair and Beauty and motor vehicle.</p> <p>Ensure all activities are CoSHH assessed and the departmental lead submits the CoSHH assessment and method statement to H&S for consideration.</p>	5	1	5	

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					<p>Ensure all CoSHH has an up to date and valid Safety Data Sheet (SDS).</p> <p>Ensure all CoSHH is suitably labelled and stored in relevant cabinets.</p> <p>Ensure all Local Exhaust Ventilation (L.E.V.) systems are recorded on Estates planned preventative maintenance (P.P.M.) schedule.</p> <p>Ensure statutory inspection regime for L.E.V. is recorded and adhered to.</p> <p>Ensure statutory inspection plans are completed by a suitably qualified engineer, and in accordance with relevant best practice, guidance e and approved codes of practice.</p> <p>Ensure any Personal Protective Equipment (P.P.E.) provided is documented, and inspected and maintained in accordance with manufacturers instructions.</p> <p>Ensure a planned and developed CoSHH assurance program monitors the effectiveness of CoSHH assessments.</p>				
25.	Working at height	4	3	12	<p>Ensure Health and Safety (H&S) training is completed via our Learning Management System.</p> <p>Ensure department has created bespoke training needs analysis for their teams' activities.</p> <p>Ensure all (relevant) colleagues have completed specific working at height training such as ladders and ladder use.</p> <p>Ensure all equipment used by the department is recorded on a departmental asset register.</p> <p>Ensure all statutory inspections of equipment is arranged and recorded via Estates team.</p> <p>Ensure localised pre-use checks are completed and recorded.</p> <p>Ensure users are advised and informed regarding non-use of damaged equipment.</p> <p>Ensure a H&S led planned and developed work at height assurance program monitors the effectiveness of relevant work at height works.</p>	4	1	4	
26.	Water hygiene, including drinking	4	2	8	<p>Ensure all water system are individually identified on an asset register.</p>	4	1	4	

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	water systems.				<p>Ensure all water systems are part of a documented individual maintenance and inspection plan and in accordance with relevant regulations (CoSHH), guidance and approved codes of practice (L8), including have schematic diagrams such as referenced in HSG 274.</p> <p>Ensure suitable water pressure monitoring/ water loss detection equipment is installed and monitored via Estates.</p> <p>Ensure all appliances and equipment are serviced by suitably qualified water engineers.</p> <p>Ensure a thorough and robust microbiological and legionella monitoring program is initiated and managed by Estates.</p> <p>Ensure suitable signage is erected to differentiate outlets which are drinking water and those which are not.</p>				
27.	Electrical Safety	4	2	8	<p>Ensure all mandatory Health and Safety (H&S) training is completed via our Learning Management System, and user know how to report any electrical concerns via estates@bradfordcollege.ac.uk.</p> <p>Ensure all electrical system are individually identified on an asset register.</p> <p>Ensure all electrical systems are part of a documented periodic inspection and test routine.</p> <p>Ensure all electrical infrastructure is inspected and tested by suitably qualified engineers.</p> <p>Ensure Head of Department is aware they are responsible for ensuring they have accurate records regarding electrical equipment used by their teams, and this information should be provided to Estates to ensure mandatory testing is programmed and planned.</p> <p>Ensure Estates hold a centralised record of all equipment used by college staff.</p> <p>Ensure all user appliances are part of a college and departmental asset register.</p> <p>Ensure all user appliances are tested in accordance with IET Schedule of testing for fixed/mobile equipment.</p>	4	1	4	
28.	Driver Management, not including commuting from home to one place of	4	2	8	<p>Ensure all mandatory Health and Safety (H&S) training is completed via our Learning Management System, and specifically the module referencing driver</p>	4	1	4	

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	work				<p>safety.</p> <p>Ensure all mandatory Health and Safety (H&S) training is completed via our Learning Management System</p> <p>Ensure all colleagues who drive (motorised) vehicles as part of their role under they need to contact H&S and provide copies of:</p> <ul style="list-style-type: none"> • Valid insurance, including reference for business use • Valid copy of M.O.T (Ministry of Transport) for their vehicle • Valid copy of the driving license <p>Ensure colleagues are aware of the need to report any accidents/incidents which happen as part of their journey.</p>				
29.	Gas cylinder storage	4	2	8	<p>Ensure suitable cylinders are stored in accordance with manufacturers recommendation, and aligned to Guidance Note GN2(rev4) British Compressed Gases Association 2011</p> <p>Ensure suitable periodic inspection plan is agreed with Estates to align with manufacturers recommendation</p> <p>Ensure inspections are undertaken by suitably qualified persons in accordance with BCGA GN 25</p> <p>Ensure safety data sheet and CoSHH assessment are stored with cylinders</p>	4	1	4	
30.	Use of catering equipment	4	2	8	<p>Ensure all students are supervised whilst using cookers and fridges</p> <p>Ensure supervisor is qualified in first aid or is conversant where first aid support can be sought</p> <p>Ensure all equipment is part of a periodic inspection and test regime, managed by Estates</p> <p>Ensure no equipment is left unsupervised as there may be residual/latent heat from convection/conduction sources</p> <p>Ensure equipment is installed in accordance with manufactures recommendations</p> <p>Ensure all equipment is designed and manufactured in accordance with relevant UK regulations</p>	4	1	4	

Action Arising from Risk Assessment		
Action Required:	Person (s) Responsible	Date Reviews are Completed
<p>This Risk Assessment, along with the teaching plan and procedures, will be reviewed as per changes in legislation, guidance or local re-enactment of specific control measures. This will be to ensure that all our control measures are working and being adhered too.</p> <p>Any change of these will be communicated to all staff members.</p>	<p>Head of Health and Safety</p>	<p>14th September 2021</p>

Acknowledgement

The following members of staff have read this risk assessment.

Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date